



## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Ray Baray, Acting Chief of Staff

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**DATE:** October 24, 2012

**SUBJECT: Posting Language for Procurement Awards**

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At the September 27, 2012 Council meeting, Dr. Laura Pressley commented during Citizen Communication on the Consent Agenda that the posting language for Purchasing items did not provide the business location (both city and state) of the companies that were being recommended by staff for procurement awards.

Staff consulted with the Law Department and was advised that there is no legal requirement to include a vendor's city and state information in the posting language. And though it is not legally required, it has always been staff's practice to include this information in the backup documentation for the respective Request for Council Action (RCA).

Until approximately a year ago, a vendor's business location had been included in the posting language of all procurement items. However, at about the same time, staff had been directed by Council to streamline the captions of RCA items because the overall Council agenda had become too long and wordy. Based on that direction, staff removed what it considered to be superfluous information. Unless specific Council direction is given to restore this information, staff will continue to exclude a vendor's business location.

Please feel free to contact me should you have any questions. Thanks!

cc: Marc A. Ott, City Manager  
Michael McDonald, Deputy City Manager  
Karen Kennard, City Attorney  
Shirley Gentry, City Clerk